# LJ AJACS STATISTICAL REPORTS

REPORTING INSTRUCTIONS

#### **Presentation Outline**

▶ Data Collection

Revenue Survey

> Statistical Reports

### How Case Activity Data is Saved

AJACS Case Activity reports are received by email in excel format to <a href="research@courts.az.gov">research@courts.az.gov</a> which are then saved to the server by fiscal year, jurisdiction, county, and court.

- Verify reporting dates.
- Verify report names and renamed correctly.
- Save reports in excel format.
- Pending Caseload Summary reports Dated the first of the month for next month. Ex: July Pending report would be dated 8/1/2019.

AZTEC Case Activity reports are received by mail or email. Once received they get inputted to the SAS database. Each report is filed by fiscal year, county, and court.

• Data is verified by court, month, and year.

#### Court Revenue Survey

- Submitted monthly 25 days after the end each month
- All monies brought into the court
- Five Sections
  - Distributions from fines, sections, monetary assessments and forfeitures
  - Distributions from surcharges
  - Distribution from fees
  - Distributions from other revenue
  - Trust monies collected

#### Fiscal Year 2019 Changes

- Victims' rights assessment \$9
- Peace officer training equipment fund \$4
- Criminal justice enhancement fund 42%
  - Justice enhancement fund 42%
  - Total surcharge with clean elections 78%



#### **Arizona Judicial Branch**

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#### **Statistical Website**

#### MONTHLY REVENUE SURVEY

Select a Court -- Select A Court --- Select A Court --0000 - Arizona Supreme Court 0001 - Arizona Court Of Appeals Div 1 0002 - Arizona Court Of Appeals Div 2 0003 - Administrative Office of the Courts 0100 - Apache County Superior 0101 - Round Valley Justice 0102 - St Johns Justice 0103 - Puerco Justice 0104 - Chinle Justice 0141 - Springerville Municipal 0142 - St Johns Municipal 0145 - Eagar Municipal 0200 - Cochise County Superior 0201 - Bisbee Justice 0202 - Douglas Justice 



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#### MONTHLY REVENUE SURVEY

Select a Court 0101 - Round Valley Justice

	Submitted		Submitted
Round Valley Justice - Nov 2019		Round Valley Justice - Apr 2019	abla
Round Valley Justice - Oct 2019		Round Valley Justice - Mar 2019	$\checkmark$
Round Valley Justice - Sep 2019		Round Valley Justice - Feb 2019	$\checkmark$
Round Valley Justice - Aug 2019		Round Valley Justice - Jan 2019	abla
Round Valley Justice - Jul 2019		Round Valley Justice - Dec 2018	$\checkmark$
Round Valley Justice - Jun 2019		Round Valley Justice - Nov 2018	abla
Round Valley Justice - May 2019			

If boxes are checked, that month has been submitted and locked.

If you need to reopen a submitted month, please contact Research@courts.az.gov



#### JUSTICE COURTS

COURT ID: 0101 COURT NAME: Round Valley Justice COUNTY: Apache

CALENDAR YEAR: 2019 MONTH: November

AGENCY CODES	AUTHORITIES	LINE #	REVENUE COLLECTED	2018 November AMOUNT COLLECTED	2019 November AMOUNT COLLECTED
	SECTION 1: DIST	TRIBUTION F	ROM FINES, SANCTIONS, MONETARY ASSESSMENTS, FORFEI	TURES	
ZDECJ	ARS 13-811(C)	А	Drug/Gang Enforcement Account	\$25.22	\$
ZCPP	ARS 13-821	В	Community Punishment Program	\$0.00	\$
ZHRF1, ZHRF3	ARS 28-1101, 28-2533(C)	С	Highway User Revenue Fund	\$0.00	\$
ZGF	ARS 17-313 (A)	D	Wildlife Theft Prevention Fund	\$175.94	\$
ZADRF	ARS 41-2410(C) 1,2	Е	Arson Detection Reward Fund	\$0.00	\$
ZRCA	ARS 32-1166(B)	F	Registrar Of Contractors	\$0.00	\$
ZANP	ARS 3-913(C)	G	AZ Native Plant Fund	\$0.00	\$
ZDPP	ARS 3-214.01	Н	Dangerous Plants, Pests And Diseases Fund	\$0.00	\$
ZLA	ARS 3-1210	- 1	Livestock Account	\$0.00	\$
ZCPRF	ARS 28-907(C)	J	Child Passenger Restraint Fund	\$0.00	\$

Comments: (Maximum of 255 charac	ters allowed)		.::
Prepared By	Phone	Email	
Return to List of Courts		Save Data	Save & Submit Da

## Balance Sections 1-4 Fines, Surcharges, Fees and Other

Agency Cod	•	GL Account Num	GL Account Name	Receipt Dishonored Amount Amount	Adjusted Amount	Bond Forfeiture Amount	Net Amount	EXT. GL Account Nun
LPCOTR	LA PAZ COUNTY TREASURER	2-12-62	ZSLPD CIVIL PENALTY - SUSPENDED/DISPL AY LICENSE PLATE VIO		\$1147.07		\$1147.07	020-011-2534
		2-15-43	ZVCAF VICTIM COMPENSATION AND ASSISTANCE FUND	\$681.09	\$0.00		\$681.09	
		2-15-37	ZVREA VICTIM RIGHTS ENFORCEMENT FUND	\$435.46	(\$1.84)	\$2.00	\$435.62	
		2-15-44	ZVRF VICTIMS' RIGHTS FUND	\$1131.73	\$0.00		\$1131.73	
			Sub Total:	<b>\$</b> 116388.73	\$1417.83	\$969.04	\$11877 <mark>5.60</mark>	
			Grand Total:	\$125885.03	\$0.00	<b>\$</b> 1069.54	\$126954.57	



## Balance Sections 5 Trust Monies Collected

#### **Summary Allocation by Agency Report**

Criteria: Fron	n Date: 12/1/2019	To Date :12	2/31/2019						
Agency Code	Agency Name	GL Account Num	GL Account Name	Receipt Amount	Dishonored Amount	Adjusted Amount	Bond Forfeiture Amount	Net Amount	EXT. GL Account Nun
Agency Name: Ag	ency Not Assigned								
		2-91-08	83% AGGREGATED PROPORTIONAL SURCHARGES (01/01/2002 TO ?)	\$220.53		(\$321.23)	\$100.70	\$0.00	
		2-91-07	84% AGGREGATED PROPORTIONAL SURCHARGES	\$511.71		(\$511.71)		\$0.00	
		2-99-02	DEFERRED AGENCY ALLOCATIONS			(\$427.31)		(\$427.31)	
		2-72-01	REFUNDABLE OVERPAYMENTS			\$0.00		\$0.00	
		2-79-11	UNAPPLIED PAYMENTS			\$1446.75		\$1446.75	
		2-71-01	ZBND BONDS PAYABLE	\$6700.00			(\$6.36)	\$6693.64	
			ZHRFX CITING AGENCY SUSPENSE - 28-2533 REG VIOLATION	\$12.24		(\$12.24)		\$0.00	
		2-92-03	ZOS CITING AGENCY SUSPENSE - 12-116.04C OFFICER SAFETY EQUIP	\$874.75		(\$880.91)	\$6.16	\$0.00	
		2-41-01	ZREST RESTITUTION	\$30.00				\$30.00	
		2-92-02	ZSLPX CITING AGENCY SUSPENSE - 28-4139 LICENSE PLATE VIO	\$1147.07		(\$1147.07)		\$0.00	
			Sub Total:	\$9496.30		(\$1853.72)	\$100.50	\$7743.08	



8170.39-427.31=7743.08

### Overview of Reports

- >8 AJACS report replace 4 pages in the CASPER report.
- ► 5 Criminal Reports:
  - Misdemeanor, Criminal Traffic, and Civil Traffic: Caseload Summary by Charge
  - ► Misdemeanor, Criminal Traffic, and Civil Traffic: Manner of Disposition
  - ➤ Misdemeanor, Criminal Traffic, and Civil Traffic: Manner of Sentencing
  - Misdemeanor, Criminal Traffic, and Civil Traffic: Pending Caseload
  - ➤ Misdemeanor, Criminal Traffic, and Civil Traffic: Caseload Summary by Case
- ≥ 3 Civil Reports:
  - ➤ Civil Caseload Summary
  - ➤ Civil Manner of Disposition
  - Other Proceedings Held

#### Statistical Reports – What's New

Electronic format (Excel) emailed to <u>Research@courts.az.gov</u> every month.

Dynamic date range – No longer limited to single month reports. Run a day, a week, a year, any date range!

Expanded report categories for Criminal Misdemeanor and Traffic charges.

Capture re-opened and re-adjudicated cases for a better measure of the court's workload.

Detailed charge disposition and sentencing data by case type.

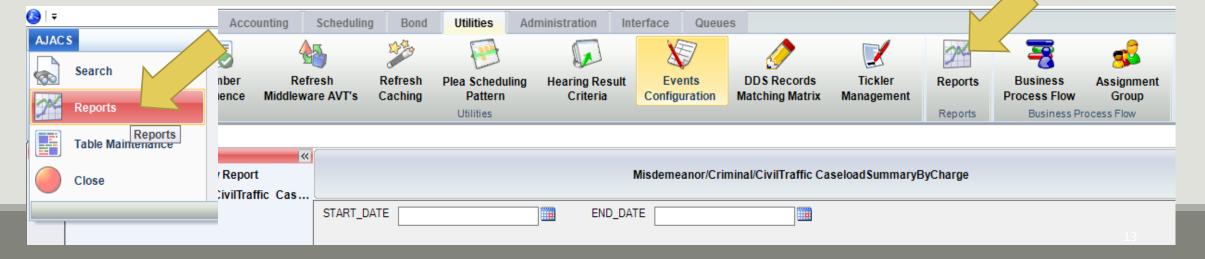
Comprehensive detail reports for all data cells.

Easily export Summary and Detail Reports to **Excel**, PDF, CSV, or Word.

Reporting in the national format to be able to compare data both regionally and nationally.



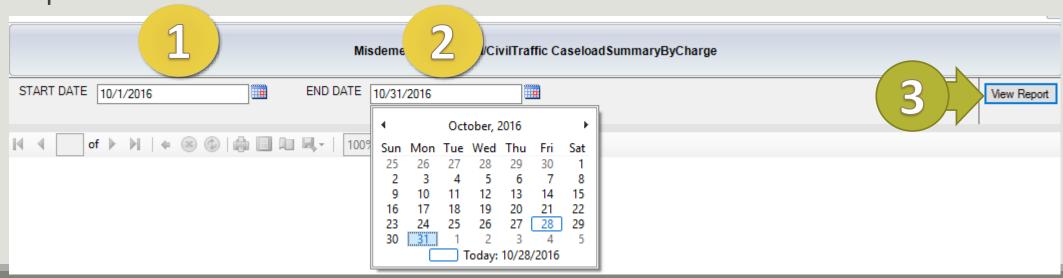
- Log Into AJACS Desktop Application
- From the AJACS home tab, or the Utilities tab, select "Reports"
- In the left navigation pane select the "Statistics Reports" tab
- From the Statistics Reports list, select the report you would like to run. As of November 2018, available reports include: Misdemeanor & Traffic by Charge, Misdemeanor & Traffic Manner of Sentencing, Misdemeanor & Traffic Manner of Disposition, *Pending* Misdemeanor & Traffic by Charge, Civil Caseload, and Other Proceedings.





#### Generating Reports

- From the report screen, enter a report start date and end date to serve as the reporting date range.
- Click on the calendar icons to select the dates.
- Click the "View Report" button to the right of the report menu and wait for the report to load.



### Sample report workspace



#### Report Overview

#### All reports will produce a summary report by default.

Detail Data: Click the <u>blue underline</u> text in any cell to view a listing of charges or cases that populate that cell.

Cells with black text are a calculation and no detail report is available.

Both summary and detail reports can be exported to multiple file formats for further analysis. Detail reports are NOT required to be sent to the AOC but may be useful in validating the reports.



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In detail view, select the blue back arrow to return to the summary level report.



## Printing and Exporting

- Reports should be reviewed by the presiding judge or designee prior to sending to AOC.
- Export the report to Excel <u>ONLY</u> and rename the file to include the report name, court number, and report month in the file name.
- **Email** report to <a href="mailto:research@courts.az.gov">research@courts.az.gov</a> within 20 working days following the close of each month.





Refresh Report

Print Report

Toggle between web and print view

Export to **Excel**, CSV, PDF and more

Print page set up for Portrait or Landscape

### Comprehensive Instructions



Please visit http://ajinweb/csd/CMU\_Statistics.htm to download the most recent version of the report instructions. These instructions provide comprehensive detail on what populates each row and column of the LJ AJACS statistical (Case Activity) reports.





- A report of **charges** filed and adjudicated in the court during a selected period of time.
- All charges on a case are reported individually regardless of the filing type (long form vs. citation)
- All charges counted at filing and termination according to the **initial** charge filed into the court.
- The case type category (row) is determined by the statute and class of offense according to the case type ranking documentation.
- Sections 6 and 7 are a subset of charges reported in sections 1-5.



#### Report Categories - Misdemeanor Non-Traffic

LINE ID	CASE TYPE					
	Section - 1 Misdemeanor					
	Person					
Α	Person-Sex Offenses					
В	Person-Kidnapping					
С	Person-Aggravated Assaults					
D	Person-Other Assaults					
	Property					
E	Property-Burglary					
F	Property-Auto Theft					
G	Property-Other					
	Other					
Н	Drug Possession/Paraphernalia					
I	Weapons					
J	Public Order					
K	Interfering With Judicial Proceedings					
L	Failure to Appear/Misd&CrimTraffic					
М	Petty Offenses					
N	Other					

- Three primary groups including person crimes, property crimes, and other misdemeanors
- Traffic and Non-traffic failure to appear charges are now reported together line L
- All filings are counted according to the Case Filing Date, except the Interfering with Judicial Proceedings and Failure To Appear lines which are counted based on the charge filing date.



### Report Categories- Criminal Traffic

	Section - 2 Criminal Traffic
	DUI
Α	Motor Vehicle
В	Extreme Motor Vehicle
С	Boating/Flying
	Serious Violations
D	Leaving the Scene
E	Reckless Driving
F	Racing on Highway
G	All Other
	Other Violations
Н	Criminal Speed
I	All Other

- The old categories DUI, Serious Violations, and Other Criminal Traffic Violations have been expanded but the groupings kept similar to maintain continuity and to be able to calculate the Judicial Productivity Credits.
- All rows counted according to the case filing date.





	Section - 3 CivilTraffic
Α	Driver License
В	Registration
С	Insurance
D	Speeding
E	Excessive Speeding
F	Red Light
G	Seat Belt
Н	State DPS Photo Enforcement
I	Other Civil Traffic
	Section - 4 Local - Non Criminal Ordinances
Α	Parking
В	Non-Parking
	Section - 5 Felony
Α	Total Felony
	ODANO TOTAL

- Civil traffic expanded to major categories.
- "Excessive Speeding" includes specific violations of 28-702.01,.04 and may later be combined with Speeding due to changes in Judicial Productivity Credit calculations.
- No additional detail for the Local Non-criminal or Felony reporting categories.
- All charges counted according to the case filing date.

### Report Columns



#### Two primary sections:

- Charges Incoming: New Filings & Transfers In, Reopened, Reactivated
- Charges Outgoing: Entry of Judgment, Default Judgments, Reopened Dispositions,
   Placed on Inactive Status

	Misdemeanor Criminal and Civil Traffic Caseload Summary by Charge		INCOMING					OUTGOING			
	Column ID	1	2	3	4	5	6	7	8	9	
					Terminations			Placed on			
ID	CASE TYPE	New Filing & Transfers In	Reopened	Reactivated	Total Charges Incoming	Entry of Judgment	Default Judgment	Reopened	Inactive Status	Total Charges Outgoing	
	Section - 1 Misdemeanor										
	Person										
Α	Person-Sex Offenses	<u>0</u>	<u>0</u>	<u>0</u>	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0	
В	Person-Kidnapping	<u>0</u>	<u>0</u>	<u>0</u>	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0	
С	Person-Aggravated Assaults	<u>0</u>	<u>0</u>	<u>0</u>	0	0	0	<u>0</u>	<u>0</u>	0	
D	Person-Other Assaults	<u>0</u>	<u>0</u>	1	1	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>	6	



## Subsets for Special Case Characteristics

	Section - 6 Domestic Violence	
A	Felony-Domestic Violence	
В	Misdemeanor-Domestic Violence	
	Section - 7 Special Case Characteristics	
A	Self Represented Litigants	
В	Interpreter Services Provided	

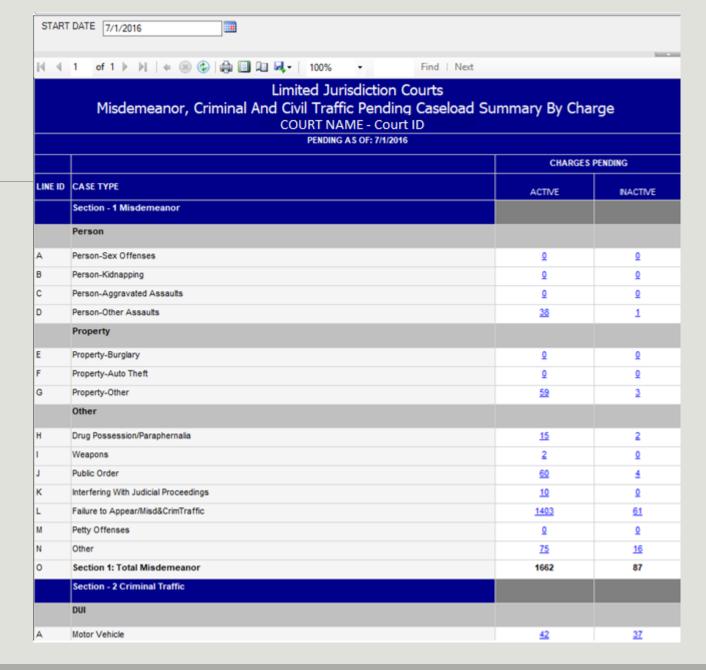
- Sections 6 & 7 are a subset of sections 1-5
- Section 6-Domestic Violence- Charges are counted in this section if the charge has the domestic violence indicator selected.
- Section 7-Special Case Characteristics
  - Self-Represented Litigants: All charges will be counted where the defendant on the case has no attorney assigned.
  - •Interpreter Services Provided: All charges will be counted when the Interpreter Needed flag is selected.

### Charges Pending Report Criminal and Traffic

- Summary of CHARGES pending adjudication
- \* Charges considered pending when there is no final charge disposition as of the report date (selected by user), or when a final charge disposition is followed by a data entry error ('00')
- Same categories (rows) as other criminal and traffic reports
- ❖ Inactive charges are determined when there is a disposition "56" for "FTA Warrant Issued"
- When reporting monthly or annually, select the FIRST date of the date range.
- Select blue underline font numbers to view the detail.

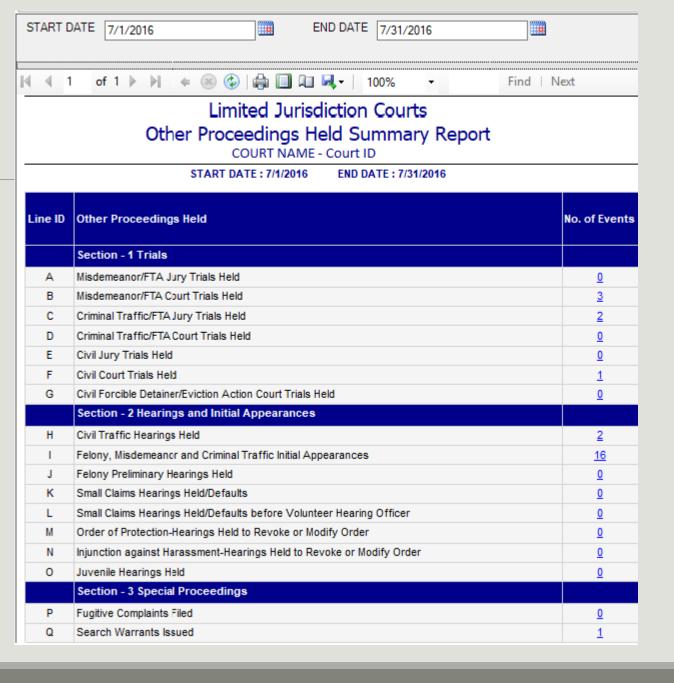
## Pending Charges Sample Report

\*Partial view, same case type categories as other criminal and traffic reports.



## Other Proceedings Report

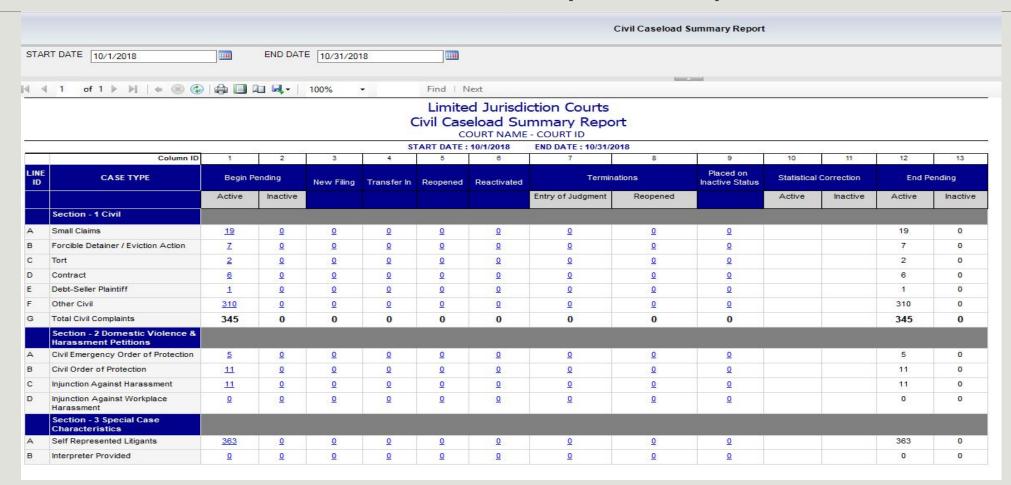
- Three primary sections
  - Trials: Counts at the case level according to case category, appearance reasons from calendar, and hearing results
  - Hearings and Initial Appearances: Counts at the case level according to case category, appearance reasons, and hearing results
  - Special Proceedings: counts at the case level according to case category and filing date



### Civil Caseload Summary Report

- Includes General Civil and Protective Orders
- Counts at the Case level
- New expanded categories for general civil, driven by case category and case type
- Separates active from inactive caseload, columns determined by case status and case filing dates
- Includes subset of cases classified as Self-represented and those needed interpreter services
- Includes pending caseload, filings, and terminations
- Case detail available by clicking blue underline numbers

## Civil Caseload Summary Sample



## Criminal and Traffic Manner of Disposition Report

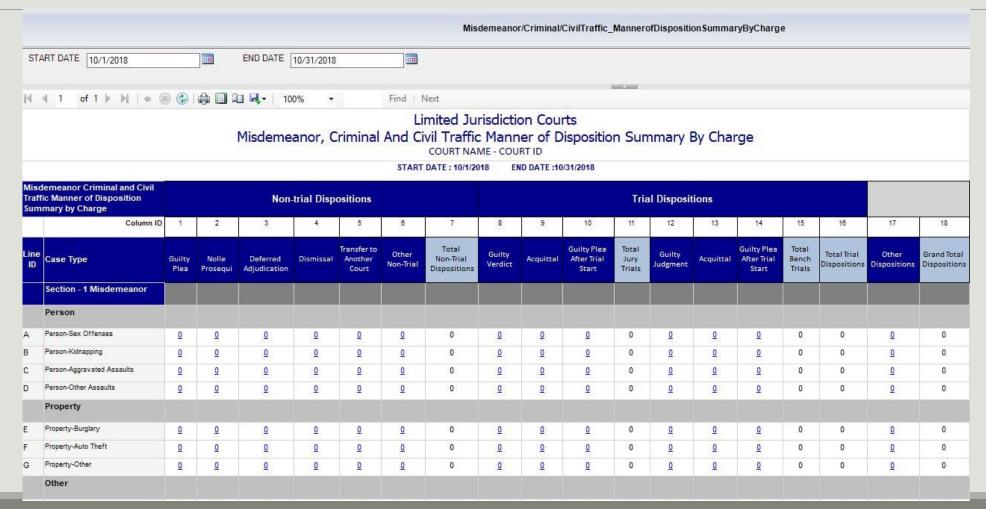
Report Category determined by FINAL CHARGE

Disposition Category determined by the Charge Disposition, and Calendar Appearance Reason combined with Hearing Results

Categories of Dispositions: Non-trial, Trial, and Other Dispositions

- Non-trial with sub-categories of: guilty plea, nolle prosequi, deferred adjudication, dismissal, other non-trial
- Trial with sub-categories of:
  - Jury trials: guilty verdict, acquittal, guilty plea after trial start
  - Bench trials: guilty judgment, acquittal, guilty plea after trial start

## Criminal and Traffic Manner of Disposition Sample



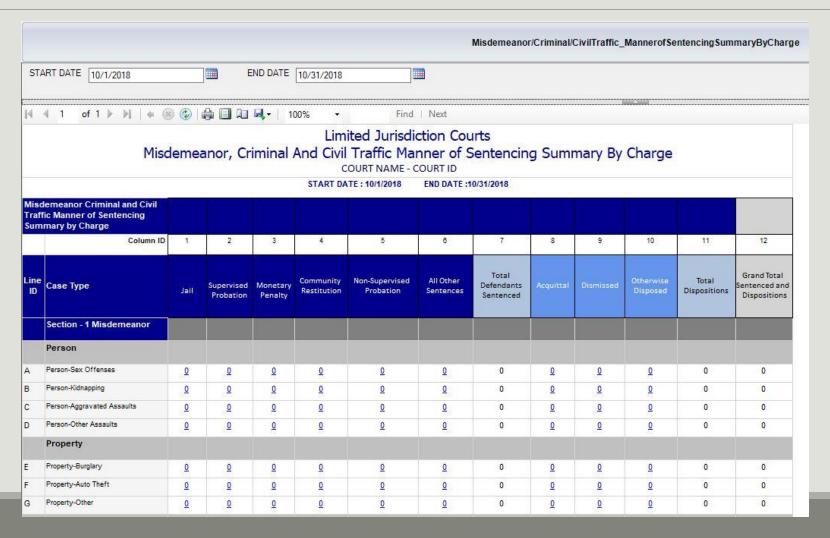
## Criminal and Traffic Manner of Sentencing Report

Criminal and Traffic Manner of Sentencing report is a summary of charges that were reported as adjudicated from the Manner of Disposition report.

Report Category determined by FINAL CHARGE

Sentencing grouped by those found responsible and all other dispositions (acquittal, dismissal, and other dispositions)

## Criminal and Traffic Manner of Sentencing Sample





#### **Arizona Supreme Court**

Court Services Division
Research & Statistics

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#### Questions?

#### Please contact:

E-mail Research@courts.az.gov

for more information please visit www.azcourts.gov/statistics

Thank you for your continued efforts in reporting timely and accurate statistics for the courts.

